

UNITED STATES GOVERNMENT

Memorandum

TO : CIA Records Administration Officer

DATE: 13 August 1963

FROM : Office of Communications Records Management Officer

SUBJECT: Report of Office of Communications Records Volume
and Records Equipment Inventory, 30 June 1962 --
1 July 1963.

1. The following data reflects the volume of records material and inventory of records equipment in the Office of Communications Headquarters for the period 30 June 1962 -- 1 July 1963:

A. Records Equipment on hand 1 July 1963:

(1) Combination Safes

2 drawer	35
4 drawer	349
5 drawer	9
8 drawer IBM	16

(2) Steel Cabinets

4 drawer	14
5 drawer	38
10 drawer	36

(3) Kardex

2 drawer	1
16 drawer	17
17 drawer	25

(4) Map Cases 30

(5) Others

Rol-dex	2
Diebold Elevator File	1
Diebold Power Shelf-File	2
3X5 Saf-T-Stack Card Files	43 units
Simplifind File Machine	1
Vaults	4
Storage Bins	36
Storage Cabinets	146
Book Case Sections	350

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B. Records Volume

Records on hand 30 June 1962	4130.0 Cubic Feet
Records on hand 30 June 1963	*4778.0 Cubic Feet
Records destroyed during Fiscal Year 1963	483.0 Cubic Feet

*747 cubic feet of records stored in Bookcases not previously recorded.

STATINTL

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